



LOS ANGELES COUNTY COMMISSION ON HIV

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EXECUTIVE COMMITTEE MEETING MINUTES

January 31, 2011

Approved
2/28/2011

| MEMBERS PRESENT | MEMBERS ABSENT | PUBLIC | COMM STAFF/ CONSULTANTS |
|----------------------------------|-----------------------------------|--------------------|----------------------------|
| Carla Bailey, <i>Co-Chair</i> | Fariba Younai | Al Ballesteros | Jane Nachazel |
| Michael Johnson, <i>Co-Chair</i> | | Nettie DeAugustine | Jim Stewart |
| Whitney Engeran-Cordova | | Miki Jackson | Glenda Pinney |
| Lee Kochems | HIV EPI AND OAPP STAFF | Bradley Land | Craig Vincent-Jones |
| Angélica Palmeros | | Kathy Watt | Nicole Werner |
| Mario Pérez | Kyle Baker | | |
| | Michael Green | | |

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Executive Committee Meeting Agenda, *1/31/2011*
- 2) **Minutes:** Executive Committee Meeting, *1/5/2011*
- 3) **Table:** FY 2010 Completed Commission Monthly Priorities List, *1/31/2011*
- 4) **Table:** Committee Assignments, *1/31/2011*
- 5) **PowerPoint:** Los Angeles County HIV/AIDS Standards of Care, *1/24/2011*
- 6) **MOU:** Memorandum of Understanding, Draft – Not for Public Distribution, *January 2011 draft from Commission on HIV*

1. **CALL TO ORDER:** Mr. Johnson called the meeting to order at 10:05 am.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the 1/5/2011 Executive Committee Meeting minutes (*Passed by Consensus*).
4. **PARLIAMENTARIAN REMARKS:** There was no report.
5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
6. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
8. **CO-CHAIRS' REPORT:**
 - A. **Executive Committee Work Plan:**
 - Mr. Vincent-Jones is working with the committee co-chairs this and next month to develop their FY 2011 work plans.
 - ➡ Mr. Vincent-Jones will work with Executive Co-Chairs to develop the Executive Committee's FY 2011 work plan for March review.

B. Monthly Priority Task List:

- Mr. Vincent-Jones continues to refine the priorities list to enhance its usefulness. Completed tasks are on the first two pages and active ones on the last two. Tasks are color coded: black, completed January 2011; blue, completed prior to January 2011; red, new tasks or revised information; and teal, completed tasks re-opened for various reasons.
- He reviewed new red items, noting that he had added the task forces and moved a number of tasks to them:
 - **Office:** Website Redesign and Development: The Board coincidentally decided to redesign all Board websites just before the Commission request was received, so made the project its prototype which should speed completion. The new website will include new portals and access to features previously blocked such as listservs.
 - **Executive Committee:** Town Hall Meeting Planning, structure of February meeting to be decided today; Commission Reorganization Plan Program/Planning Brief, to be developed; Commission Reorganization Board Correspondence, to accompany the Brief. The other items are continued.
- Mr. Vincent-Jones prioritized tasks as follows with previous high-priority items due 1/15/2011 collectively as 1:
 - 1A. Sole Source PO Requests: Mosaica, Compass, Judy Walker, Mari Fukuyama, and the Assessment of the Administrative Mechanism (AAM) RFP Scope of Work:** Most POs in review. Work delayed as staff performance evaluations, Quality and Productivity Commission Report, and the reorganization plan took precedence after priorities were set. He was also out several days with pneumonia.
 - 1B. Health Insurance Premiums/Cost-Sharing (HIP/C-S) Focus Groups:** Groups completed. Transcripts delivered and under review. He had a conference call with Julie Cross on the summary 1/28/2011. It is expected this week.
 - 2. Everything required for standards publication: Comprehensive Standards of Care Production (editing/design); Continuum of Care, Final Description and Program/Planning Brief; Pol. #05.7601: Criteria and Description of "Special Populations"; and Pol. #05.8001: Grievance Procedures for Consumers and Stakeholders.**
 - 3. Town Hall Meeting Planning:** Planning is required for the 2/10/2011 meeting.
 - 4. Revised Pol. #09.5203: Priority- and Allocation-Setting Process (P-and-A):** Revision for 2/1/2011 P&P meeting.
 - 5. Co-Chair Training:** Part of Comprehensive Training Program, this is needed for co-chairs being elected by March.
 - 6. Final Evaluation of Service Effectiveness (ESE) Provider Surveys:** Revisions completed. Surveys need to be distributed and the remainder of information gathered.
 - 7. HIV Service Roundtables (previously "Meet the Grantee"):** The Consumer Caucus will focus on scheduling remaining meetings at their meeting later that afternoon.
 - 8. Commission Handbook and Orientation:** Orientation is planned for March and will require the Handbook.
 - 9. FY 2010 Commission Work Plan Evaluation, FY 2011 Commission Work Plan and Annual Functional Calendar:** As previously discussed.
- ➡ Mr. Engeran-Cordova asked about Ordinance revisions. Mr. Vincent-Jones replied staff made no substantive changes, and most revisions updated language. He will meet with County Counsel is reviewing the document on 2/1/2011 to initiate their review.
- ➡ Move completed items to back of report and remove from printed report at end of program year on February 28th.
- ➡ Rank priorities numerically at top of report.

C. Reorganization Plan:

- Ms. Watt noted both she and Jeffrey Goodman are no longer on P&P, but had been Co-Chairs for some time. She was happy with new work, but asked about discussing their thoughts on P&P work. It would meet 2/1/2011. Mr. Vincent-Jones replied he was very much interested in their thoughts, especially regarding revision of the P-and-A process.
- Mr. Johnson added he and Ms. Bailey would co-chair meetings, as needed, pending Co-Chair elections. They supported former committee co-chairs and members transferring knowledge to incoming co-chairs and members as possible.
- Mr. Pérez felt the previous P&P Co-Chairs had great institutional knowledge and good relations with OAPP. He added that this was a critical juncture for priority-setting, and asked the Executive Committee to revise the committee assignments and think critically about disrupting continuity at this time.
- Mr. Vincent-Jones replied that the Commission Co-Chairs make assignments. Committees elect their co-chairs which the Executive Committee may endorse. It does not have a role in assigning committee members. He added that the Commission spent close to two hours discussing the subject at its last meeting, and had instructed the Executive Committee to move forward with the entire plan.
- Ms. DeAugustine felt a fresh perspective also important and that remaining committee members maintain continuity. Noting she had been a Commission Co-Chair in the past, she said committee assignments were always made that way,

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and added that the Commission had been restructured in the past, e.g., merger of Finance and Recruitment, Diversity and By-Laws Committees.

- Mr. Engeran-Cordova agreed with Ms. DeAugustine, but felt the process how the changes were was disrespectful. He believed a more collaborative process would have provided the same result.
- Mr. Johnson said co-chairs were not removed nor restructuring done without discussion beforehand, consistent with how it has been done the past ten years. He felt, as a volunteer body, the Commission needed significant change and reminded Mssrs. Pérez and Engeran-Cordova that they had both called for that change. He reiterated that the assignments were done, and the Executive Committee would discuss priorities once committees have had time to make recommendations for their areas.
- Mr. Land commented the many additional, talented Commissioners will bring positive results through this change. He noted Mr. Pérez called for change at the 2009 Annual Meeting to respond to improve the Commission-OAPP relationship.
- Mr. Stewart added that Commissioners may request re-assignment for Co-Chair consideration. Mr. Vincent-Jones added Commissioners also have the right to request secondary assignments. Forms will be sent out soon.
- He felt the reorganization plan primarily focused on re-prioritization of Commission work, noting its consistency with the prior month's Executive Committee discussion on refocusing priorities, ensuring relevance and work goals focused on change. He added the Commission on 1/13/2011 recommended a special Executive Committee meeting to review priorities as outlined in the reorganization.
- Mr. Engeran-Cordova clarified he was not opposed to change, but to the process. Mr. Johnson replied he discussed various aspects of the plan and some possible committee assignments with him for an hour and spoke to many other Commissioners individually beforehand, as did Ms. Bailey. Final plan editing was not done until the day before the 1/13/2011 meeting, but much discussion went into it. While the process moved quickly, he and Ms. Bailey had discussed various elements of it widely and responded with the urgency that the Executive Committee had encouraged.
- Mr. Pérez agreed he has challenged the Commission in several ways including response to HCR and ensuring leadership has the skill and knowledge to do so. His earlier statement reflects that leadership need. He called for a deliberative process to ensure new P&P Co-Chairs have the skill and knowledge demonstrated by the prior co-chairs. Mr. Ballesteros said all co-chairs should mentor their successors. They have in the past and he expected it now.
- Mr. Pérez said other OAPP concerns are improved Latino demographics and making sure the one-third unaffiliated consumer requirement is met by consumers actually receiving Ryan White (RW) services.
- Ms. DeAugustine agreed with concerns but, as prior Operations Co-Chair, said that Latino recruitment has always been a top membership priority. Though not as successful as desired, there are continued new attempts to increase Latino recruitment. She added Commissioner candidate requirements were actually tightened and more than one-third of Commission members are unaffiliated consumers.
- Dr. Green felt that unaffiliated membership numbers were below the required level. Mr. Vincent-Jones clarified the percentage is based on filled, voting seats and is reviewed when a vacancy is filled. Operations has held other nominations from moving forward to ensure an adequate proportion of Latino representation. Three candidates are in the pipeline and Sergio Aviña, Fredy Ceja and Mr. Ballesteros are working on a recruitment strategy as part of the Latino Caucus work plan. There is also an effort to ensure appropriate Latino representation on each committee and in Commission leadership.
- Mr. Land indicated that he has tried to recruit Latino/a members in the past, and has found it hard to find someone interested who would be engaged. Ms. Jackson added she has also tried, but people felt it took too much time. She noted OAPP has also acknowledged intractable issues.
- Mr. Ballesteros noted that all processes can be improved. The Co-Chairs appropriately feel the urgency of moving work forward, but all Commission members are all responsible to help each other through transition. He and Ms. DeAugustine, like all new leaders, had to learn as they assumed the Co-Chair positions.
- Regarding Latino/as, he has spoken with CEOs of large Latino-based providers, such as Bienestar and El Proyecto del Barrio, which has identified candidates, although the candidates often do not follow-through. He urged a joint effort to inform clients of recruitment importance.

D. Strategic Planning Work Group:

- Mr. Vincent-Jones reported that formation of this group was part of the Executive Committee Work Plan, and related to planning for the Commission's future as an organization, versus system and service planning.
- Mr. Johnson felt the HCR Task Force should drive discussion due to the 6/1/2011 start of transition to managed care. Some transition dates have been determined while others have not, so flexibility will be needed.
- ➡ Ms. DeAugustine committed to speaking with all committee co-chairs to identify HCR Task Force members, what is likely to transpire, and what is possible in order to determine priorities.

E. Commission Meeting Town Hall:

- Mr. Engeran-Cordova noted the idea was to reboot Commission community response and dialogue. He felt it key to listen and to inform about likely system changes which are moving toward less, but more outcome-focused, services.
- Mr. Johnson perceived two separate conversations: one with consumers, and one with providers on their readiness to adjust to the new system. Mr. Engeran-Cordova agreed it was important, but not necessary in the same meeting.
- Mr. Johnson suggested focused provider questions as part of strategic planning. Ms. DeAugustine said the HCR Task Force can begin to address those issues. Mr. Land felt a Town Hall a great idea, but believed it hard to get consumers mobilized until June, when they begin to see changes. He added it was important to start a dialogue with smaller providers about redesigning services. Providers in his area have concerns about how to do managed care.
- Ms. Watt suggested looking at service category priorities, identifying those likely to be hit and focusing on them. She felt it important that consumers not feel services will end on 6/1/2011, but to educate them about what will happen.
- Mr. Johnson added it was important to see what services will look like in managed care as compared to the RW system.
- Mr. Engeran-Cordova signaled several key questions, e.g., what to do about proposed ADAP co-payments and what the RW award will be. These will be rolling targets, but funding will be less. A brief could educate on likely changes.
- Mr. Ballesteros asked whether the Board had been informed about the proposed budget cuts. Mr. Vincent-Jones replied the Chief Executive Office (CEO) and OAPP have already stated positions on HIV and especially Medi-Cal. Mr. Ballesteros recommended a Board Letter to Governor Brown and the Speaker emphasizing there be no co-payments for ADAP. Mr. Engeran-Cordova noted co-payments save only \$16.8 million and will force people off of ADAP.
- Mr. Baker reported the Board discussed the Governor's proposed budget. They acknowledged the need for change and that local governments would need to share in cuts. They agreed to work with the Governor and Legislature. He added that OAPP and the Commission are asked annually to weigh in on how State budget proposals affect County departments. That answer differs from how a proposal affects County citizens, e.g., ADAP has no direct effect on County finances, but impact LA County residents greatly.
- Mr. Vincent-Jones added he will need flexibility in how to message the Board Letter request as it is hard to get one. The Board does not want to diminish impact by making them common. It may, e.g., be necessary to seek an emphasis on ADAP within a Board Letter on Medi-Cal. Mr. Ballesteros felt a stand-alone ADAP Board letter was viable as those losing medications will become viral resistant, sicker and eventually fall into more expensive County care.
- Mr. Engeran-Cordova said ADAP was the last stand. Florida is about to stop ADAP for two months due to lack of funds. Mr. Vincent-Jones said he and Mr. Baker would devise a strategy, e.g., ask providers to write the CEO for support.
- Mr. Pérez agreed ADAP is an immediate focus, but it is also important to hear the State message that it cannot add \$60 million to an HIV/AIDS program annually to service the number of newly diagnosed, the estimated 40,000 undiagnosed and increasing medication costs. The HIV/AIDS program must be more deliberate and effective. Mr. Ballesteros said the State bears responsibility for cutting prevention and testing. Committees should discuss that.
- Mr. Engeran-Cordova agreed, but noted two different discussions: funding ADAP for the next 10 years or funding as a bridge to 2014. It is also important to seek system economies but, short-term, ADAP co-pays must be challenged.
- Mr. Ballesteros said the Office of AIDS (OA) does not know how to operationalize co-pays. Mr. Pérez added it has not held discussions with counties on them. Mr. Engeran-Cordova was in Florida for an emergency conference on their ADAP. He has a Florida study on co-payment implementation and costs. While old, he found the modeling still valid.
- Mr. Vincent-Jones said he, Mr. Baker and Aaron Fox, Budget Strategy Work Group, are planning a letter to Dr. Michelle Roland, Chief, OA, or her superiors asking for the estimate of those forced from ADAP by co-pays as counted in savings. It should be noted as both unwise public health and financing strategy.
- Ms. DeAugustine added she and Mr. Johnson were on a recent call with OA and the California Conference of Local AIDS Directors (CCLAD). Dr. Roland's message that she was looking to local providers to develop their own HCR strategies.
- Mr. Vincent-Jones was concerned there may be insufficient participation for the entire meeting to be a Town Hall.

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- Mr. Land reported the new SPA 1 medical system just rolled out, and OAPP hosted provider and consumer meetings about the changes. Provider attendance was good, but consumer attendance was not. Neither food nor transportation was provided. Consumers did express concern about care maintenance, but are unclear how to engage now.
- Ms. Jackson expressed concern about how the SPA 1 system was contracted. It was done separately from contracts for other areas and reflects more funding per person than others. Regarding Mr. Land's comments, she felt there was also a participation issue throughout the jurisdiction. It should not be necessary to offer transportation or food.
- Mr. Engeran-Cordova said it is an ongoing question whether a given person seeks food or transportation to participate because s/he feels entitled or because s/he is discouraged and disenfranchised. Mr. Land said the population has changed. Many more now will not respond until they lose services, but we need to be ready when they do.
- ➡ Mr. Engeran-Cordova will make the Florida ADAP co-payment study available to anyone interested.
- ➡ Hold a Town Hall hearing session at a set time at each Commission meeting, e.g., 9:30 am. The first session in February will not have a specific subject. Subsequent sessions may have specific subjects once the HCR Task Force and the Consumer Caucus develop focal points. All sessions will work to manage consumer fears.

F. Commission FY 2011 Work Plan: There was no additional discussion.

G. Memorandum of Understanding (MOU):

- Mr. Vincent-Jones noted the MOU Subcommittee has ended as the remaining members are an insufficient number and it is close enough to final copy for the Executive Committee to assume final copy. The Commission received OAPP's latest version and responded with its comments.
- Mr. Pérez said OAPP would have feedback in a week. He said he will meet with Jonathan Freedman at the end of the week, who may have more feedback.
- Mr. Vincent-Jones indicated that the Executive Committee should approve whatever is submitted to the full Commission. Mr. Baker noted a County policy on MOUs between County entities that is now being enforced by County Counsel.
- Mr. Vincent-Jones said there had been discussion on attaching policies/procedures on Public Policy Roles and Responsibilities and Standards of Care Development and Oversight. He felt they are now sufficiently addressed in the content of the MOU. OAPP will consider attachment of policies/procedures as part of its review.
- Mr. Engeran-Cordova asked if there were any anticipated issues, e.g., with the Ordinance or policies/procedures that impact the MOU. Mr. Vincent-Jones noted the Ordinance is a more abbreviated document. The Standards of Care role is still being refined, but that, as of the latest versions, there is agreement on a vast majority of the issues previously discussed.
- ➡ Mr. Vincent-Jones will review the County policy on MOUs and, if needed, check with County Counsel on it.

H. FY 2011 Operational Budgeting: This item was postponed until the final Ryan White award is received.

9. EXECUTIVE DIRECTOR'S REPORT: There was no additional discussion.

10. OFFICE OF AIDS PROGRAMS AND POLICY (OAPP) REPORT:

- Dr. Green reported Dr. Sayles has resigned from the Commission. OAPP has not yet identified a replacement.
- The Part A/Minority AIDS Initiative (MAI) award will not likely be received until the beginning of March and will probably include only the formula portion. The competitive supplemental portion will probably be received much later. Applications were scored in December. OAPP does not know the score, but it has been reported that the County scored well.
- OAPP will provide P&P a monthly narrative with the financial expenditures report, starting in February. It will memorialize updates on P&P action items, offer recommendations, ask questions and request actions, e.g., on underspending, overspending, and re-allocations. The format will be used for any Commission reports.
- Mr. Johnson noted the OAPP narrative commitment developed out of his, Ms. Bailey's and Mr. Vincent-Jones's meeting with OAPP. For its part, the Commission agreed to provide minutes within 72 hours of meetings so OAPP had adequate time to respond by the subsequent meeting.
- Mr. Engeran-Cordova noted the Federal budget is still operating on a Continuing Resolution (CR). He assumed the award would reflect a percentage consistent with the length of the CR. Dr. Green said that had not been a problem in the past.
- Mr. Baker agreed CRs had not caused problems in the past, but full funding was anticipated then. Congress is discussing rolling back budgets to 2008 or 2006 levels. He felt it crucial to assess those developments since overall funds may be cut.

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- Mr. Engeran-Cordova also asked about Net County Cost funds. Dr. Green replied the amount remained the same.
- Mr. Baker reported on OAPP's meeting with OA on 1/13/2011 that Mr. Pérez, Dr. Green, Carlos Vega-Matos and he attended, among other OAPP staff. He apologized for the scheduling conflict with the Commission meeting conflict, but said they had been trying to schedule a meeting with OA for some 18 months and that OA had scheduled it.
- OAPP's asserted its continued strong disagreement with many of OA's decisions, especially on resource allocation, but this was the first time most of Dr. Roland's new staff was allowed to visit, so OAPP and OA staff met their counterparts. Ayanna Kiburi has also grown into her role, e.g., she and Mr. Vega-Matos are coordinating well on an ADAP monitoring issue. Many misconceptions were resolved, including basic issues such as how and with whom to communicate on various issues.
- Ms. DeAugustine said Dr. Roland sounded defensive on the CCLAD conference call. She said there were misconceptions about OA, e.g., that OA did not do enough to protect funding and undermined those in the field. Dr. Roland asked if other AIDS directors felt OA did not advocate effectively at the State level. AIDS directors on the conference call were generally supportive of Dr. Roland's allocation of funds.
- Mr. Baker replied Mr. Pérez said there was a statewide perception that OA did not solicit community input in a meaningful way during the budget cuts 18 months prior and did not do the most and best advocacy, e.g., collaborating with stakeholders to push back. Dr. Roland replied OA did a lot of work internally. Mr. Pérez responded that when budget problems arose, \$27.2 million was cut from prevention and nothing from the rest of the \$85 million portfolio. He reported that she then became defensive, but all agreed with the assessment at the time.
- Mr. Land said Dr. Roland clearly denied any HIV advocacy role at the 1/13/2011 Commission. With 40% of the State HIV burden, he felt the County should take the advocacy lead.
- Ms. Palmeros noted impacts are statewide, including many small jurisdictions with little funding. They were glad to receive funds via the methodology. Mr. Baker understood, but the County received 17.5% of resources for 40% of the burden. Mr. Engeran-Cordova felt there needs to be a statewide responsibility, but the County which should not be penalized for receiving Federal funds.
- Ms. Watt suggested agendizing this. While a California topic, it is also a nationwide one, e.g., there are not enough funds to implement National HIV/AIDS Strategy goals effectively in every area. There is a similar discussion on prevention funding.
- ➡ Agendize discussion of formula funding addressing general versus disease burden funding.

11. HIV EPIDEMIOLOGY REPORT: There was no report.

12. CONSUMER CAUCUS REPORT: There was no additional discussion.

13. TASK FORCE REPORTS: Ms. Watt asked if task forces should report at the Executive Committee. Mr. Johnson replied there will be reports at the Commission, but he would like them at the Executive Committee as well. There was no additional discussion at this meeting.

14. PREVENTION PLANNING COMMITTEE (PPC) REPORT:

- Ms. Watt reported the PPC Annual Meeting was scheduled for 2/3/2011. The focus will be the Prevention Plan, which will be primarily developed during PPC meetings rather than in subcommittees, as in the past.
- Mr. Vincent-Jones has been told that PPC members have not been as active at JPP as they could be because they do not understand the application requirement. He offered to discuss that at the Annual Meeting. Ms. Watt replied that would be helpful, but a brief memorandum on it would be good, too, as many new members are unfamiliar with the requirements.
- While one aspect of low participation, she felt a larger aspect was that people did not understand the role and relevance of JPP. The External Subcommittee is looking at ways to educate people on public policy and build enthusiasm.

15. STANDING COMMITTEE REPORTS:

- A. Operations:** Mr. Vincent-Jones noted the committee meeting has moved to the second Monday of the month, 9:30 am to 12:30 pm. Staff will ask either JPP or P&P to also move in order to consolidate meetings and clear a week for other work. Ms. Watt noted the Comprehensive Care Plan Task Force meets prior to P&P, so that should be considered as well.
- B. Standards of Care (SOC):** Ms. Palmeros said they presented at the Quality and Productivity Commission (QPC). It went very well and QPC was very interested in how the standards were developed.

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- C. Priorities and Planning (P&P):** Mr. Johnson reported the meeting was the following day. Mr. Vincent-Jones, Mr. Goodman and Ms. Watt will caucus to develop a solid transition plan.
- D. Joint Public Policy (JPP):** Mr. Kochems said Co-Chairs would meet with Mr. Vincent-Jones to incorporate new priorities into the revised Work Plan.

- 16. NEXT STEPS:** There was no additional discussion.
- 17. ANNOUNCEMENTS:** There were no announcements.
- 18. ADJOURNMENT:** The meeting was adjourned at 12:15 pm.